

## **Job description**

### **Key Worker - Key to Potential**

Part time, 22.5 to 32 hours per week

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

Our way of working is built on our four core values, which are at the heart of all our work and decisions:

**Compassion | Respect | Integrity | Innovation**

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## **1 General**

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### **About the service**

The Key to Potential project offers one to one outreach, person-centred keywork to assist young people who are not receiving careers support when transitioning out of school. The aim is to provide guidance and assistance so young people can progress onto further education, training, or employment.

The project targets young people aged 15-18, with an emphasis on those who are care experienced, and have been identified by their school as at risk of leaving without a positive destination. The young people we support are likely to be struggling to engage with mainstream curriculum and have experienced disrupted attendance.

Key to Potential, supports the work of the Edinburgh Guarantee - a commitment from Edinburgh Council that every school leaver, especially those who have disengaged from school, should be supported towards a positive destination.

### **About the role**

Using an assertive outreach approach, the post holder will provide key work, careers guidance and tailored support to a caseload of young people aged 15-18 who are transitioning from school.

The postholder will work in partnership with school staff and other organisations to identify young people to participate in the project and then provide excellent one-to-one support to those young people. This post will involve lone working, home visits and accompanying young people to meetings and appointments in the Edinburgh area.

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## **2 Tasks and Responsibilities**

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### **Provide excellent one-to-one support to young people**

- Work alongside partners in schools and voluntary sector agencies to identify, and engage with, young people who will most benefit from KTP keywork.
- Produce and regularly review action plans for all the young people you work with.
- Provide high quality keywork based on Cyrenians' Key Worker Practice Model (Egan's Skilled Helper model)
- As a lone worker, carry out home visits and accompany young people to meetings and appointments that will help them to move closer to their career goals, including building trust, essential school leaving task (Young Scot Card, Bank Account, ID) CV, work experience opportunities, college applications and visiting training providers.
- Liaise with other agencies including schools, 16+, Skills Development Scotland and other post school services.
- Support young people to progress along the Edinburgh strategic skills pipeline by referring them on to next stage activities (Joined up For Jobs, Edinburgh Strategic Pipeline Provision 2025- 2028)

### **Work with partner agencies, to recruit young people for Key to Potential and establish positive progression routes**

- Develop close relationships with key individuals within the schools we work with, reviewing referrals and need across the city.
- Liaise with partners who set up and manage placements – ensuring they adhere to health and safety and risk assessment regulations.
- Assist young people to identify opportunities and look to play to their strengths to aid participation.
- Reach and support young people who need one-to-one assistance.
- Guide young people to make informed decisions about next steps and their progression.

### **Measuring and Valuing**

- Ensure all Cyrenians' monitoring and reporting systems are maintained
  - Manage own workload to ensure that regular time is in your calendar for recording the work being done
- Participate in learning/training associated with monitoring and evaluation
- Work with the Senior Keyworker to ensure funder outcomes and reporting deadlines are met.

### **Participate in all aspects of the management and monitoring of the service.**

- Participate in service planning meetings and reviews.
- Maintain an individual work plan that is consistent with the overall service plan.
- Participate in annual review and regular supervision sessions.
  - Identify personal development opportunities
  - Participate in reflective practice

- Ensure that you follow all Health and Safety policies and procedures at all times
  - Ensure risk assessments are completed for home visits, and all activities involving young people
  - Follow lone working and out of hours reporting procedures
- Undertake training which is appropriate to the project's needs.
  - Complete assigned in-house eLearning training courses
- Undertake other tasks as required by the Service Manager.

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### 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience of working directly with young people disengaged from school/youth settings	Essential
Knowledge of mental health issues in young people	Essential
Knowledge of 16+ and post-school options for school leavers	Essential
Experience of lone working, outreach and home visiting support for young people and families	Desirable
An understanding of barriers faced by young people including poverty, neurodiversity, care experience, criminal justice	Desirable
<b>Qualifications</b>	
Qualification in Careers Guidance, Community Education, Community Arts or Youth Work	Desirable
<b>Skills and Attributes</b>	
Excellent relationship building skills; including young people, colleagues and stakeholders	Essential
Able to work flexibly and manage own workload	Essential
Strong IT skills, including maintaining administrative systems	Essential
Patient, with the ability to work at the pace of the individual	Essential

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### 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Cyrenians' Skills and Development Team and external referrers
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	22.5 - 32 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,352 - £27,907 pro rata (scale points 20 to 24) This equates to £15,417 per annum for a 22.5-hour week or £21,926 per annum for a 32-hour week at SCP20
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Funding:  
Disclosure:

Funding has been confirmed until 31<sup>st</sup> March 2027  
PVG scheme membership for children is required

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## **5 Application deadline and Interview dates**

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Closing date: Monday 23rd June at 12 noon  
Interview date: Week commencing 30<sup>th</sup> June  
Stage 2 date: To be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at [www.cyrenians.scot](http://www.cyrenians.scot)